

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU**

**BOARD OF DIRECTORS MEETING**

**Monday, October 22, 2007**

**9:00AM**

**Held at the Gateway Information Center**

**3rd Floor Meeting Room**

**MEETING MINUTES:**

**The meeting was called to order at 9:03am by Acting Chair Len Panaggio.**

**BOARD MEMBERS IN ATTENDANCE WERE:**

**Acting Chair Len Panaggio, Mark Stenning, Susan Samson, Karen Oakley, Shirley Mello, Donna Kohler, Rocky Kempenaar, Katie Wilkinson, Stephen Coyne, Brian Arnold**

**BOARD MEMBERS ABSENT & EXCUSED WERE: none**

**STAFF PRESENT WAS:**

**Evan Smith, Kathryn Farrington, Debbie Gatta, Cathy Morrison, Tim Walsh, Ellen Crawley**

**MEMBERS OF THE PUBLIC IN ATTENDANCE:**

## **Attorney Russell Jackson, Jonathan Stevens – City of Newport**

### **I. PREVIOUS MEETING MINUTES:**

**The previous meeting minutes for September 11th, were reviewed. A motion to accept the minutes was made by Mark Stenning and seconded by Karen Oakley. The motion passed unanimously.**

### **II. TREASURER'S REPORT:**

**The financial report for September was read by Mark Stenning. City Bed Tax for June, 2007 was up 9.07% and Regional Bed Tax was up 1.48 % for a combined YTD. growth of 7.12%. Mark reviewed the revenues and receivables for the month of September, 2007. A motion to accept the treasurer's report and Finance Committee report was made by Len Panaggio and seconded by Karen Oakley. The motion passed unanimously.**

### **III. STAFF REPORTS: Waived for this meeting**

#### **IV. COMMITTEE REPORTS:**

##### **A. GOVERNANCE REPORT:**

**The Governance Committee met on September 25 and October 4, 2007, minutes of both meetings were reviewed. The Governance Committee Nominations were:**

- 1. William Clark Hotels over 100 rooms**
- 2. Charron Reed Hotels less than 100 rooms**
- 3. Pieter Roos Attractions**
- 4. Laurie Stroll At Large Public**
- 5. Gregory Fater Restaurants**

**Len Panaggio motioned to accept these nominations. The motion was seconded by Shirley Mello. Discussion followed. Russell Jackson, Legal Council for the NCCVB, explained the By-Laws and the parameters for appointing members to fill the vacancies. He recommended the Board follow the same template set by the City and Town appointments.**

- Len Panaggio called for the vote on the motion. The vote was taken: 6 opposed, 3 for, 1 abstained.**

- **Len Panaggio made a new motion to vote on the reappointment of Charron Reed and the appointment of William Clark to the Board of Directors. A vote was taken and they were approved unanimously.**
- **The board then directed Evan Smith to call for nominations to fill the seats for Attractions, General Public and Restaurants.**

## **B. FINANCE COMMITTEE:**

- **Mark Stenning stated the Finance Committee met on October 2nd and met with auditor's, Alyson Atkins and Steven Massed to discuss the annual auditor's report. The report will be presented at the November 13th board meeting.**
- **Directors and Officers Liability Coverage was discussed. Deb Gatta provided Mark with a Certificate of Insurance from Rhode Island Interlocal Risk Management Trust, with a limit of one million dollars per occurrence. Deb will request bids on costs for higher amounts of coverage.**
- **The Personal Committee met with the Finance Committee and agreed for the 4.5% salary increase for CEO, Evan Smith. A motion was made to approve the 4.5% salary increase by Mark Stenning. The motion was seconded by Len Panaggio. The salary increase will be retroactive as of August 17, 2007. The motion passed unanimously.**

• Jonathan Stevens, Director of the Newport Department of Economic Development requested a letter to the City of Newport pledging \$10,000 in cash and/or in-kind services to market and promote the new Harbor Center Transient Boater Facility. Discussion followed. A motion to approve the pledge letter by Evan Smith, from the NCCVB for up to \$10,000 in cash and/or in-kind was made by Mark Stenning. The motion was seconded by Rocky Kempenaar. The motions passed unanimously. One person abstained from voting.

#### **MEDIA PLACEMENTS:**

Yacht/Marina Travel Guide Book, Elite Traveler, UK-The Western Daily News, WBZ Boston

#### **INFORMATION CENTER:**

The total number of visitors to the Information Center for September, 2007 was 153,588, down 19.86 % from last September, 2006. The total number of visitors to the Information Center for the year is 631,377,

down 0.33% compared to last year at this same time. The main source of visitors still comes from New York, Massachusetts, Connecticut, New Jersey and Rhode Island.

#### **VI. OLD BUSINESS:**

Len Panaggio asked Brian Arnold to be on the Building and Ground Committee. He agreed.

Evan Smith suggested that at the November 13th board meeting Len Panaggio will be Acting Chair and Mark Stenning, Acting Treasurer until the board seats 15 people and then have calls for officers. Everyone agreed, no motion was made.

#### **VII. NEW BUSINESS:**

Mark Stenning was congratulated for receiving the Schroeder Award and Evan Smith was also congratulated for receiving the Mary Brennan Tourism Award.

#### **VIII. ADJOURNMENT:**

A motion was made to adjourn by Stephen Coyne and seconded by Donna Kohler. It passed unanimously and the meeting adjourned at 10:10am. The next NCCVB board meeting will be Tuesday, November 13th, at the Gateway Visitors Center, 3rd floor meeting

room.